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Minimum Qualification Specifications
for the Class:

TAX CLERK

Prerequisite Knowledge, Skills and Abilities Required

Knowledge of: Arithmetic, English language, and office equipment such as adding and calculating machines and personal computers.

Ability to: Think logically and analytically to, e.g., determine how someone might have erred in making particular computations on tax forms; communicate effectively orally and in writing in the English language; elicit information from individuals and judge pertinence of such information; read and understand complex materials such as tax manuals; use tact and sound judgment to deal effectively with taxpayers and others; follow and/or provide oral and written procedures and instructions; understand the impact of actions taken/recommended; and plan and organize work.

Experience Requirements

Applicants must have progressively responsible experience of the kind and quality described in the statements below and in the amounts shown below, or any equivalent combination of training and experience.

Specialized Clerical Experience: One (1) year of responsible, substantive clerical work experience which demonstrated numerical facility and logical, analytical thinking and involved reviewing documents to ensure that numerical data and arithmetic computations are complete, accurate, properly categorized and recorded, and in accordance with pertinent rules, policies, procedures, and guidelines.

Substitutions Allowed

1. A Certificate of Achievement in Accounting, an Associate in Science Degree in Accounting, or a bachelor's degree in Accounting from an accredited college or university may be substituted for the Specialized Clerical Experience required.
2. Successful completion of fifteen (15) semester credit hours of coursework from an accredited college or university which included at least six (6) semester credit hours in accounting courses may be substituted for six (6) months of Specialized Clerical Experience.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the class TAX CLERK, which were approved on September 16, 2005.

DATE APPROVED: 3/23/2012



BARBARA A. KRIEG, Interim Director
Director of Human Resources Development